



JUNIOR LEAGUE OF
KALAMAZOO

The Junior League of Kalamazoo (JLK) makes grants to groups that:

- Focus on the well-being of women and children in the greater Kalamazoo area.
- 501(c)3 organizations, educational institutions, and other charitable organizations.

Grants awarded up to \$4000

Grant Application Checklist

Please use the checklist below to determine whether the application is complete. We must receive all the information listed below to consider your grant proposal. **Applications will only be considered if received by 5pm on Friday, December 14, 2018.** Please email your application to community@jlkalamazoo.org with the subject: (Your Organization's Name) Grant Application 2018.

- Cover Sheet** (see attached page) with contact information and pertinent information.
- Proposal narrative** (no more than 2 pages) answering all the questions listed on accompanying documents.
- Diversity Statement**
- Financial information:**
 - Current financial statement or most recent audit
 - Previous fiscal year-end financial statement
 - Budget for period in which funds will be used
- Internal Revenue Service letter:**
A copy of your organization's IRS letter granting it tax-exempt status



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Grant Application Cover Sheet

Name of Organization: _____

Office Address (include Zip): _____

Website: _____ Office Phone: _____

Person to contact about this proposal: _____ Role/Title: _____

Contact's Email: _____ Contact's Phone: _____

Amount requested: _____ Project/ Program start date: _____

How will you use funds granted by JLK?

Please list current board members and their professional affiliations:

Please list organization's primary sources of revenue:



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Proposal Narrative Questions

Proposal narratives should not exceed the maximum of 2 pages and should be sent by email with cover page to community@jlkalamazoo.org.

1. Please give a brief history of your organization, including its mission, why it started, recent activities, and accomplishments.
2. Provide a description of the program/project, including community need for this project, proposed activities and actions, and goals and objectives.
3. Indicate a specific breakdown of how JLK funds will be used. Please include overall project/program budget and other funding sources for this program/project.
4. What are the expected outcomes of the proposed work? How will these outcomes be evaluated? Include a specific timeline (30/60/90 day goals), publicity or outreach plans, and the expected results and accomplishments.
5. Please describe how the program/project addresses the Junior League of Kalamazoo's focus on the education, health, and well-being of women and children.
6. Describe any volunteer opportunities within your organization in which Junior League of Kalamazoo members could be of service.